

H. A PROFILE OF THE INSTITUTION

1. DEGREE & CERTIFICATE PROGRAMS

ASSOCIATE IN ARTS (A.A)

The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 45 semester credit hours or equivalent.

Associate in Arts Degree Programs (A.A.) (Liberal Arts Options)

Business Administration
Child Development/Child Care
Communication
Digital Design
Education
History
Humanities
Liberal Arts
Literature
Performing Arts
Philosophy
Psychology
Social Science
Sociology
Studio Art

ASSOCIATE IN SCIENCE (A.S.)

The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as prebaccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

Associate in Science Degree Programs (A.S.)

Biology Option (Science and Mathematics)

Business Administration

Chemistry Option (Science and Mathematics)

Computer Information Systems

Corrections Option (Criminal Justice)

Criminal Justice

Economics Option (Business Administration)

General Studies

Human Services

Mathematics Option (Science and Mathematics)

Paralegal Studies

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

Associate in Applied Science Degree Programs (A.A.S.)

Accounting

Accounting Information Systems Option (Accounting)

Baking and Pastry Option (Culinary Arts)

Business Administration

Business Management Option (Technical Studies)

Computer Programming

Computer Systems Support

Computing for Small Business Option (Office Systems Technology)

Culinary Arts

Database Design and Development Option (Computer Programming)

Food Service Management

Health Professions Option (Technical Studies)

Hospitality Management

Microsoft Certified Systems Engineer Option (Technical Studies)

Nursing

Office Systems Technology

Paralegal Studies

Respiratory Therapy

Web Technologies Option (Computer Systems Support)

CERTIFICATE PROGRAMS

The certificate programs contain fewer semester credits than degree programs and certify students in a particular employment area. Credits earned through a certificate program may be applied to an associate degree in a related field for in general education. The certificate program shall consist of 30-36 semester hours, which includes general education courses of 6 semester credit hours or the equivalent.

Certificate

Business Paraprofessional Management

PROFESSIONAL SERIES PROGRAMS

The Professional Series are groups of selected courses in related subject areas which provide students with entry-level skills for specific jobs. Each series can be taken on a part-time basis, with many courses being offered online. Students can complete many of the series in less than a year; others have certain sequence courses, which may take longer. Students begin and end a series at their own pace. Upon completion of a series, students receive a letter of recognition from the College. All credits earned may be applied towards an associate degree in one of Atlantic Cape's degree programs.

Professional Series Programs

Accounting Specialist
Addiction Counseling Specialist
Aesthetics Series
Baking and Pastry Specialization
Bilingual Office Assistant Specialist
Catering Specialization
Child Development Associate (CDA)
Civics Series
Computerized Accounting Specialist
Desktop Publishing Specialist
Educational Office Specialist
Electronic Business Professional
Entrepreneur Business Specialist
Food Service Management Specialization
Help Desk Specialist
Hospitality Marketing Professional
Hot Food Specialization
Human Resources Professional
Legal Office Specialist
Literary Enrichment
Medical Office Specialist
Microsoft Office Specialist
Multimedia Specialist
Office Assistant Specialist
Office Automation Specialist
Office Professional Specialist
Office Receptionist Specialist
PC Specialist
Records and Information Management Specialist
Restaurant Supervision Professional
Small Business Management Specialist
Visual Communication Professional
Web Design Professional

CONTINUING EDUCATION

Atlantic Cape Community College provides a wide range of educational and training programs to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce or looking to enhance personal skills, Atlantic Cape provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both the companies' need for skilled workers and the individual's need to increase skills are met. Continuing education programs and collaborations include:

Career Training Certificate Programs

Career Training Certificate Programs prepare students for entry-level positions in a wide range of subjects and career options. These programs are designed to help you obtain the skills required to begin a new career in a few months. Experienced teachers utilizing modern, state-of-the-art equipment provide you with a well-rounded curriculum designed to make you successful in your new career. Many Career Training programs have externships that provide valuable work experience applying new skills to the workplace. Additionally, upon completion, many of these programs articulate to college credit and are awarded industry or nationally recognized credentials.

Atlantic Cape Community College is a Microsoft IT and Cisco Academy. Affiliation with both academies enables learning institutions to connect the world of education to the world of work by enabling faculty and students to acquire new technology skills in an academic setting. Cutting-edge curriculum and cutting-edge software tools provide students with experience in real-world challenges in the classroom environment.

Casino Career Institute

The Casino Career Institute (CCI), located in the Worthington Atlantic City Campus at 1535 Bacharach Boulevard in Atlantic City, provides services to the people and gaming industry of Atlantic County. It has been approved by the NJ Department of Higher Education and licensed by the NJ Casino Control Commission.

Thirty years ago Atlantic Cape Community College founded CCI in response to the advent of gaming in the state of New Jersey. This resulted in CCI becoming the first gaming school in the nation affiliated with a fully accredited community college. Since that time, CCI prepared more than 50,000 people for positions in slot technology, surveillance, security, and table games and created successful customized training programs for incumbent workers in the industry for more than 30 years.

CCI graduates are recognized and employed around the world at all levels in the industry. Our instructors are recognized experts in the field and provide leading edge training supported by a high quality and effective curriculum. CCI works closely with professionals in the industry to craft customized training and consulting services to meet employer and worker needs. CCI has become a recognized educational leader that

has developed formal partnerships with other educational institutions and government agencies around the world.

Institute for Service Excellence Opened in March 2007

The Institute for Service Excellence is an Atlantic Cape partnership with the New Jersey Department of Labor and Workforce Development, the Atlantic Cape May Workforce Investment Board (WIB), the National Retail Federation, the Casino Reinvestment Development Authority, and Kravco-Simon Development Company. The Institute works closely with area employers for job placement services. The Institute is located at 4403 Black Horse Pike on the second floor in the Hamilton Mall and trains workers for the high-growth hospitality and emerging retail industries. The Institute includes two classrooms, a computer lab, conference room, resource room and offices. The Institute provides retail, sales and service training to unemployed and underemployed individuals and workers seeking to advance their skills. The Institute is a licensed testing site for the National Certification in Customer Service.

Adult Basic Skills/Literacy

The program delivers educational services for adults who lack the basic skills necessary for literate functioning, productive employment, effective parenting and citizenship in Atlantic and Cape May counties. Courses include Adult Basic Education, GED Preparation and English as a Second Language integrated with Civics Education.

New Health Professions Institute Facility Opened in 2008

In Spring 2008, a grand opening celebrated the newly constructed Health Professions Institute (HPI). HPI occupies approximately 5,600 square feet of the more than 9,000 square feet of renovations on the first floor of the Worthington Atlantic City Campus. The Institute includes a science lab, lecture classrooms and a computer center. Students receive comprehensive allied and auxiliary health training for a number of health care careers, such as Surgical Technician, Certified Nurse Aide, Medical Terminology, Phlebotomy, Clinical Medical Assistant and Medical Administrative Office Specialist.

The Institute was funded by a \$1.2 million capital grant from the U.S. Department of Commerce and \$1.8 million in state and Atlantic County funds, plus approximately \$350,000 from the Casino Reinvestment Development Authority for the A & E expenses. The project also was backed by the Atlantic Cape May WIB Healthcare Partnerships and executives in the healthcare industry.

The creation of the Health Professions Institute came in response to the growing demand for skilled healthcare workers in the region. By 2010, there will be 98,700 new healthcare jobs created in New Jersey, according to the NJ Department of Labor and Workforce Development. Nearly 10 percent of all workers in Atlantic and Cape May

counties will be employed in the healthcare sector. The Health Professions Institute will improve opportunities for individuals to acquire skills for these demand occupations with high wage potential, benefits and career mobility. The programs prepare students for the necessary certification exams and/or entry-level positions in their selected field as well as articulated credit in Atlantic Cape health programs.

Customized Training Services for Business

Atlantic Cape's Office of Corporate Training delivers training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and help employers meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by Atlantic Cape can be customized to an organization's specifications. The Office of Corporate Training also provides comprehensive needs assessments and assistance with customized training applications to the NJ Department of Labor and Workforce Development.

Professional Development and Personal Enrichment

Atlantic Cape provides courses to meet the educational training and personal and professional development needs of Atlantic and Cape May county residents. Community education programs offer a wide range of workshops and seminars to help professionals enhance their skills or learn new ones. Personal enrichment classes are offered; from learning the latest dance moves to buying a computer or mastering the newest software applications. Classes are offered evenings and weekends at all three college sites and at various locations throughout Atlantic and Cape May counties.

Tech Prep Program

The Tech Prep program is designed to provide students continuity of learning and educational opportunities. It combines secondary and post-secondary education programs, through a formal articulation agreement, providing a program of studies leading to an associate degree. In addition, it focuses on the design of a strong academic and technical secondary program preparing high school students to continue their education at a two-year college. The procedure to be followed and the criteria for eligibility have been established and agreed upon by the participating schools.

The Atlantic Cape policy requires that high school students complete assigned course work at a designated mastery level. The courses will be applied to the specific degree program in which they were articulated. The credits are applied to the student's transcript immediately upon matriculation to the degree program. Programs in which courses have been articulated are: Accounting, Allied Health, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Hospitality Management and Office Systems Technology.

Club 60 Plus was added in 2008 which offers workshops and seminars designed to enhance the personal, professional and social lives of participants. Club 60 Plus offers workshops and seminars in a wide range of topics and subjects during the year. Participants will enjoy quality instruction, state of the art facilities and convenient locations in Atlantic and Cape May counties.

Atlantic Cape academically supports the Green Campus Initiative by offering courses in environmentally friendly building and construction programs. The Green Education Institute was initiated in the Spring 2009.

REGIONAL ATLANTIC CAPE COLLABORATIONS

- 2002-2007 The Borgata Resort and Spa Casino – **Atlantic City Jobs and Opportunities Program**, job readiness and literacy instruction.
- 2005–present: **Institute for Service Excellence** with NRF, Kravco-Simon, Atlantic Cape May WIB, NJ DOL and Workforce Development, CRDA, employer partners (Macys, Target, and Ecolab, among many others).
- 2004 **Retail Industry Potential Worker Training** for 288 new workers including English as a Second Language, Job Readiness and Sales/Customer Service training.
- 2003-2006 **Robert Wood Johnson New Jersey Health Initiative** 3-year planning grant to enhance workforce supply of registered nurses.
- 2003-2004 **US DOL Bilingual Culinary** training program collaboration with Nevada Partners, Las Vegas. Training incumbent workers to move up the career ladder.
- 2001-2003 **SJ HOPE** – Trained and placed over 900 new workers in the hospitality industry, trained more than 1,300 incumbent workers in career ladder programs, established an employer-based technology center at Caesars Atlantic City.
- 2001 **Atlantic City Partners** – US DOL grant to build regional industry-wide collaboration for recruitment and placement in the hospitality industry.
- 1998-2001 **Atlantic City First** – 1,000 potential workers trained and placed in the area's hospitality industry.
- 1992-present: **Casino Consortium** – More than 30,000 incumbent workers trained in hospitality industry alone.

GLOBAL COLLABORATIONS (CASINO CAREER INSTITUTE)

- Jamaica Gaming, Betting & Lotteries Commission – Train the Trainer
- St. Claire College, Ontario – Train the Trainer, curriculum purchase
- Blackpool & The Fylde College, UK – Advisory and consulting services
- Macao Tourism & Casino Career Centre, China – Train the Trainer, Curriculum Lease, Joint Certificates, Online courses